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File No. S.O. /48



Legal DEPARTMENT
C BRANCH

Subject:—

*Standing orders of the Legal
department issued in,
1948*

*P-25
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File No. S.O. /48
Std. Sectt. Slip 24 B a.

134-c

C O N T E N T S

Legal Department File No. S.O./48

Serial No.	R.I./O.No.	Subject	Pages
1	H.& L.G.D. G.R. 7191/dt. 10-2-48	Prohibition of Govt. servants to stand as candidates for election	5-6
2	P.&S.D. G.R. 1581/34, 9/2/48	Govt. Servants conduct Rules-Permission to attend college or school to clerks who desire to qualify while 'n service	8-10
3	" " 1581/34 26-2-48	Govt. Servants-Taking part in meetings organized by particular communities	13-14
4	" " 1586/34 7-5-48	Subordinate Secretariate Service-Relaxation of the prescribed age limit in favour of L.D.C.s who graduate while in service for appointment to the U.D.C of the	21-22
5	" " G.R. 4063/34 5-5-48	Permission to Govt. servants to broadcast from A.I.R.	29-30
6	P&D. G.R. 1347/33 27-4-48	Govt. Money-Loss of-Responsibility of Govt. Servants.	33-34
7	P.& S.D. G.R. 1581/34 dt. 28-4-48	Govt. Servants conduct -Need for Govt. Servants to the above reproach.	59-60
8	P.&S.D. G.R. 1581/34 25-5-48	Govt. Servants-Making statements to newspapers-	65-70
9	" " 1581/34 13-7-48	Govt. Servants conduct Rules Need for Govt. Servants to refrain from drinking in public places	73-74
10	" " 3310/46 12-2-48	Recruitment of persons convicted by Courts to Govt. Service	81-82
11	P.&S.D.G.R. 9528 16-7-48	National flags -Replacement of	83-84
12	P.& S.D.G.R. 1581/34 31/7/48	Govt. Servants-Prevention of from approaching members of the legs. and other outsiders for redress of their grievances	103-106
13	P.&S.D.G.R. 1173/46 22- 30/9/48	Women Employees- working up to late hours by the-in Secretariat Deptt.	115-116
14	" " 1581/34 28/9/48	Action taken against Govt. Servants for corrupt practices-Circulation of statements showing	147-149
15	" " 6730/34 28-11-48	Rules for Confidential Secret and top Secret communications	161-162

16 P. & S.D. C.M. 2825/46
29-12-48

Promotion from class IV
service to class III (Lower
Division) in the Subordinate
Secretariat Service.

171-17

*27
21/1/56*

S.M.R. 25 5-56
5 Copies.

Elections.
Local Bodies.
Prohibition of Government
Servants from standing as
candidates for-

GOVERNMENT OF BOMBAY.

HEALTH AND LOCAL GOVERNMENT DEPARTMENT.

Resolution No. 7191.
Bombay Castle, 10th February 1948.

RESOLUTION OF GOVERNMENT.

Government has for some time been considering the question whether Government servants including Police and Revenue Patils should be allowed to stand for elections to local bodies. In Government Resolution, General Department, No. 7191, dated the 22nd August 1938, Government has directed that permission to Government servants to stand for elections should be granted by the competent authority mentioned in Government Resolution, General Department No. 7191, dated the 17th June 1935, only in exceptional circumstances, when it is clearly to the public advantage to allow them to do so. Government reiterates this decision and is pleased to direct that a Government servant shall not offer himself as a candidate for election to a local body except with the previous sanction of Government or the Commissioner or the Collector, as the case may be.

2 In Government Resolution, Revenue Department, No. 1758/39, dated the 30th January 1940, Government has issued orders that except in special circumstances Revenue and police ~~Patils~~ Patils should not be debarred from standing for elections to local bodies. Government has reconsidered this question and is of the opinion that these Government servants should not be given any preferential treatment in the matter of standing for elections to local bodies. Government, therefore, in modification of the orders contained in Government Resolution, Revenue Department No. 1758/39, dated the 30th January 1940, is pleased to direct that Police and Revenue Patils should not be permitted to stand for elections to local bodies, except in special ~~cases~~ circumstances when it is clearly to the public advantage to allow them to do so.

By order of the Governor of Bombay,

Sd./ B.J.JOSHI,

Under Secretary to Government.

G.R.No. 7191, H.& L.G.D. dated the 10th February 1948.

To

The Commissioners of Divisions, etc.
No. of 1948

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Government Servants Conduct
Rules. Permission to attend
College or School to clerks
who desire to qualify while in
service.

GOVERNMENT OF BOMBAY
POLITICAL AND SERVICES DEPARTMENT
Circular Memorandum No. 1581/34.
Bombay Castle, 9th February 1948.

CIRCULAR MEMORANDUM.

Government is pleased to direct that Government servants who desire to improve their academic qualifications while in service either by attending morning college or night school, may be permitted to do so on their stating fully the course they wish to attend, provided that-

- (i) they are punctual ~~at~~ in office during office hours and their duties do not suffer, and
- (ii) they do not use office time for their studies.

2 Government servants who are permitted to study should be given clearly to understand that there is no guarantee that they will not be transferred if the exigencies of the public service require it.

By order of the Governor of B'bay,

Sd./ H.D.BHAT,
Chief Secretary to the Government of Bombay,
Political and Services Department.

To
The Private Secretary to the Governor, etc.

No. of 1948

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Government Servants.

Taking part in meetings
organized by particular
communities.

GOVERNMENT OF BOMBAY

POLITICAL AND SERVICES DEPARTMENT.

Circular Memorandum No. 1581/34.
Bombay Castle, 26th February 1948.

CIRCULAR MEMORANDUM.

It has come to the notice of Government that some Government Officers have taken an active part in and expressed their views at meetings organized by particular communities in connection with the political situation in the country. Government considers it most undesirable that Government Officers should mix themselves up in this manner. Heads of Departments and Offices are therefore requested to note this and to warn all the staff under their administrative control to abstain from presiding or expressing their views at such meetings.

By order of the Governor of Bombay,

Sd./ M.D.BHAT,
Chief Secretary to the Government of Bombay
Political and Services Department..

To

The Private Secretary to the Governor, etc.

No. of 1948.

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Subordinate Secretariat Service.

Relaxation of the prescribed age-limit in favour of Lower Division clerks who graduate while in service for appointment to the Upper Division of the.....

GOVERNMENT OF BOMBAY
Political and Services Department,
Resolution No. 1586/34.
Bombay Castle, 7th May 1948.

RESOLUTION OF GOVERNMENT.

The Government of Bombay is pleased to direct that the maximum age-limit prescribed for direct appointment to the Upper Division of the Subordinate Secretariat Service should not apply in the case of persons who having been selected by the Bombay Public Service Commission for appointment to the Lower Division of the Subordinate Secretariat Service are appointed to that service and graduate subsequently while in service. Such persons should be permitted to apply for posts in the Upper Division when advertised by the Public Service Commission provided they are otherwise eligible for appointment to that Division and their age is not more than 30 years on the date with reference to which the prescribed age-limit is to be computed.

By order of the Governor of Bombay,

Sd./M.D.BHAT,
Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary, Bombay Public Service Commission, etc

SMR 25-5-56
4 Copies.

Permission to Government servants
to broadcast from the All-India
Radio.

Procedure regarding grant of-

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 4063/34.

Bombay Castle, 5th May 1948.

CIRCULAR OF GOVERNMENT.

In supersession of all the previous orders on the subject, the Government of Bombay is pleased to lay down the following revised procedure in the matter of the grant of permission to Government servants under it to broadcast from the All-India Radio, viz. :-

(a) Government servants, except those who are Heads of Departments and Offices, who are invited by the All-India Radio to broadcast should apply for necessary permission to their Heads of Offices who will be competent to grant the same except when the subject of the talk which the Government servant concerned proposed to broadcast is in any way connected with his official work or is otherwise of a controversial nature. In the latter case the application should be submitted by the Head of Office to the Head of the Department concerned.

(b) In the case of Heads of Offices, they should apply for permission to the Heads of their Departments who are competent to grant the permission except when the subject matter of the talk is any way connected with the official work of the officer or is otherwise of a controversial nature. In the latter case, the application should be submitted by the Head of Department to Government.

(c) In the case of Heads of Departments they should apply for permission to Government. The Administrative Department concerned should deal with the application in consultation with the Political and Services Department.

(d) Since the authorities of the All-India scrutinize the texts of the talks it is not ordinarily necessary to call for the text of the talks except when the subject matter of the talk is connected with the official work of the Government servant concerned or is otherwise of a controversial nature.

2 Government is also pleased to direct that application for permission to broadcast should be dealt with by the authorities concerned as expeditiously as possible.

By order of the Governor of Bombay,

Sd./ M.D.BHAT,
Chief Secretary to the Government of Bombay,
Political and Services Department.

G.C.No. 4063/34, P.& S.D., dated the 5th May 1948.

To

The Private Secretary to the Governor, etc.

No. of 1948.-

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Government Money.

Loss of --

Responsibility of Government servant.

GOVERNMENT OF BOMBAY.
FINANCE DEPARTMENT.Resolution No. 1347/33.
Bombay Castle 27th April 1948.

Recommendation of the Public Accounts Committee in paragraph 16 of its Report on the Appropriation Accounts of Government of Bombay for the year 1945-46:-

"In considering individual instances of losses incurred by Government, through the negligence or positive misconduct of its servants, we have noticed a tendency- not by any means invariable, but of sufficient degree to deserve attention- to be unduly lenient to the person responsible; a tendency merely to warn the culprit, or even condone his act, and write off the loss. The tendency is particularly noticeable when the responsibility for the guilty act or ~~some~~ omission is shared by several persons, so that the participation of many leads to the exoneration of each. This of course is illogical and administratively unsound. We recommended last year the reiteration of orders which directed that cases involving loss of Government money or revenue should be thoroughly investigated in order that it might be possible to fix the responsibility and to recoup the loss from the person responsible. We suggest that these instructions be suitably amplified by Government and a warning against the tendency we have mentioned conveyed to officers empowered to pass orders on departmental enquiries into misconduct or negligence".

RESOLUTION:- Government is pleased to bring the remarks of the Public Accounts Committee (reproduced in the preamble) to the notice of officers empowered to pass orders on departmental enquiries into ~~any~~ misconduct and negligence and to direct that the orders passed in Government Resolution, Finance Department, No. 1347/33 dated 7th October 1939, and reiterated in Government Resolution, Finance Department, No. 1347/33 dated 11th July 1947, should be enforced very strictly.

By order of the Governor of Bombay.

Sd./ V.M. JOSHI,
Deputy Secretary to Government.

G.R.F.D. No. 1347/33, dated the 27th April 1948.

To

The Accountant General, Bombay, etc.

No. of 1948.

Copy forwarded for information and ~~reference~~ to

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59

Government Servants' Conduct.
Need for Government servants to be
above reproach.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 1681/34

Bombay Castle, 28th April 1948.

CIRCULAR OF GOVERNMENT.

Numerous complaints are being received about dishonest and corrupt practices being followed by Government servants and while Government is satisfied that many of these complaints are highly exaggerated and contain gross distortion of truth, it feels that some of them are based on representation of true facts. In many cases cases for want of adequate evidence it may not, however, be possible to establish the charge of dishonesty or corruption with the result that a really guilty person escapes punishment. As trustees of the people, Government is anxious to maintain as high a standard of purity as possible in its administration and therefore attaches great importance to integrity among its servants. Government is determined to eradicate the evils of dishonesty and corruption and to that end has decided that the general reputation of a Government servant should be given due weight in his official career. It, therefore, desires to impress on all Government servants that it is their duty to uphold the honour of Government and discharge the trust reposed in them by observing the highest code of rectitude in their dealings with the public and by conducting themselves at all times in an irreproachable manner. Government has also decided that in granting promotions or allowing Government servants to cross the efficiency bar the general reputation of the Government servant in respect of integrity should be taken into account. Heads of Departments and offices are, therefore, requested to note that along with ability, industry, etc. the general reputation of a Government servant in regard to integrity also should be considered as a criterion for granting promotion to him as well as for deciding whether or not he should be allowed to cross the efficiency bar.

2. In many cases a Government servant may be really guilty of dishonest or corrupt practice, but the evidence available may not be sufficient to convict him in a Court of Law. Also in a departmental enquiry it is not always necessary that the guilt of a person should be established to the same degree of conclusiveness as in a Court of Law. Government is, therefore, pleased to direct that in conducting departmental enquiries Enquiry Officers need not apply the same high standard for assessing the evidence produced before them as that applied in a Court of Law. A lower standard which ensures that evidence is not rejected which, but for technical objection, is acceptable may be deemed as adequate.

3. There are cases in which a Government servant is charged with several offences about which the Criminal Investigation Department or any other agency has carried out investigation; but, for one reason or another the Government servant is prosecuted in a Court of Law for only some of those offences. In such cases if the Government servant concerned is acquitted in the Court, it may be possible to hold a departmental inquiry against him either on the charges on which he is acquitted and the remaining charges or on the remaining charges also.

with a view to reducing the delay which such an enquiry is bound to involve, Government is pleased to direct that when the Government servant is being prosecuted on some of the several charges against him, an order should at the same time be recorded by a competent authority stating the other charges against the Government servant, the evidence in brief in respect thereof and the further action which has been kept pending until the disposal of the trial in Court. As soon as the decision of the Court acquitting the Government servant is known, necessary departmental enquiries either on the charges on which he has been prosecuted and the other charges which have been recorded or on the latter alone should be instituted without delay according to whether the Court has given the Government servant a clean bill or not on the charges for which he was prosecuted. In case the Government servant concerned is convicted by the Court, it is not necessary to hold any further enquiry on the charges which were recorded but the person concerned should be dealt with on the basis of the conviction.

4. Government has also received complaints that the general instructions issued to Government servants (i) that they should behave courteously towards members of the public approaching them on official business and that (ii) they should not make use of free conveyance or complimentary passes for public entertainments etc. which have been reiterated more than once, are being generally violated. Government, therefore, desires to warn all Government servants that it will take a very serious view if any breach of these instructions is committed hereafter.

By order of the Governor of Bombay,

Sd./ H.D.BHAT,
Chief Secretary to the Government of Bombay,
Political and Services Department.

G.O.No. 1681/34, P.&S.D. dated 23rd April 1948.

To The Private Secretary to the Governor, etc.

No. of 1948.

Copy forwarded for information and guidance to

Government Servants;
Making of statements by-
to newspapers.

GOVERNMENT OF BOMBAY.
POLITICAL AND SERVICES DEPARTMENT,
Circular No. 1581/34.
Bombay Castle, 25th May 1948.

CIRCULAR OF GOVERNMENT.

Recently a case came to the notice of Government in which a Police Officer discussed the situation in his district with newspaper correspondents and made a statement to them regarding his difficulties and the action taken by him. Though it may be necessary for Government to explain the situation obtaining in some districts for the benefit of the public or to rebut unjustified criticism levelled at Government officers on particular occasions and to issue statements to the Press for the purpose, it is not permissible for individual officers to discuss such matters with newspaper correspondents or to issue statements to the Press. Government, therefore, desires to impress on all Government servants, particularly district officials, that they should not make any statements to the Press. If in any case where the matter is deemed important it is necessary to make a statement to the Press to explain either the situation obtaining in any district or the position of Government or Government officials, the Collector of the District concerned should be the authority to decide in what form the explanation should be given and ~~make~~ to give it to the Press. Whenever they have to give any explanation through the Press, the Collectors, should see that the explanation is impersonal, i.e., does not boost up or condemn any officer, and is such as not to embarrass Government.

By order of the Governor of Bombay,

Sd./ M.D.BHAT,
Chief Secretary to the Government of
Bombay,
Political and Services Department.

To
The Private Secretary to the Governor, etc.
No. of 1948

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SMR 25-5-56

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Office Hours-Strict observance
of the same by the officers of Govern-
ment.

GOVERNMENT OF BOMBAY.
POLITICAL AND SERVICES DEPARTMENT.
Circular No. 1173/46.
Bombay Castle, 30th January 1948.

CIRCULAR.

It has come to the notice of Government that the office hours prescribed are not being strictly observed by officers. The attention of all Heads of Departments and Offices including touring officers is therefore invited to Government Circular, Political and Reforms Department, No. 7117, dated the 11th August 1937 and they are informed that they should attend office punctually. Touring officers may attend their offices late on the days on which they proceed on duty to places beyond a distance of 5 miles from their headquarters.

By order of the Governor of Bombay,

Sd./ J. CHAVES,
for Chief Secretary to the Government of Bombay
Political and Services Department.

To

All Heads of Departments and offices under the
several Departments of the Secretariat, etc.

No. of 1948.

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Office Hours-Strict observance
of the- by the officers of
Government.

GOVERNMENT OF BOMBAY.
POLITICAL AND SERVICES DEPARTMENT.
Circular No. 1173/46.
Bombay Castle, 25th May 1948.

CIRCULAR.

The attention of all Heads of Departments and
Offices is invited to Government Circular No. 1173/46
dated the 30th January 1948, and they are informed
that the office hours intended to be referred to
therein are those mentioned in Government Resolution
Political and Services Department, No. 7117, dated
the 7th October 1942.

By order of the Governor of Bombay,

Sd/- J. CHAVES,
for Chief Secretary to the Government of Bombay,
Political and Services Department.

To
The Private Secretary to the Governor, etc.
No. of 1948.

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Government Servants' Conduct Rules.
Need for Government servants to
refrain from drinking in public
places.

GOVERNMENT OF BOMBAY
POLITICAL AND SERVICES DEPARTMENT.
Circular Memorandum No. 1581/34.
Bombay Castle, 13th July 1948.

CIRCULAR MEMORANDUM.

According to the prohibition plan of Government total prohibition will come into force in the whole of this Province from 1st April 1950. The success of the ~~same~~ prohibition policy of Government on which the plan is based depends in a large measure upon the co-operation it receives from the people including Government servants.

2 Government expects that all Government servants will extend to it their whole-hearted co-operation in this matter by conducting themselves in such a manner as to promote the cause of prohibition. Those of the Government servants who take alcoholic drinks should themselves set an example to others by giving them up ~~completely~~ completely. There is no doubt that the public will be greatly influenced by their example. Government therefore trusts that as its representatives, all Government servants will implement its prohibition policy by giving up alcoholic drinks completely before total prohibition comes into force. It now calls upon all Government servants to refrain ~~from~~ from serving alcoholic drinks at official or semi-official parties given by them, or taking alcoholic drinks in such places as hotels, restaurants, ~~clubs~~ etc. where a number of persons gather for meals, refreshments, etc. Government attaches great value to this and will take serious notice if any Government servant is found taking alcoholic drinks in these places or going about in a drunken state.

3 As the detection of excise crime is now the responsibility of the Police, it is incumbent on officers and men of the Police Force to abstain from drink. A severer view of the default committed by them would be taken in their case and if any member of the Police Force is found to be indulging in alcoholic drinks, drastic action will be taken against him which might even result in his dismissal.

4 The Heads of Departments and Offices should bring these orders to the notice of all the staff under them. The Director of Publicity should also give publicity to these orders.

By order of the Governor of Bombay,

Sd./ M.D. BHAT,
Chief Secretary to the Government of Bombay,
Political and Services Department.
G.C.M., No. 1581/34, P. & S.D., dated the 13th July 1948.

To The Private Secretary to the Governor, etc.
No. of 1948.

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Government Service.
Recruitment to-of those who
are convicted by Courts of Law.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 3310/46.

Bombay Castle, 12th August 1948.

CIRCULAR OF GOVERNMENT.

The present policy of Government is not to admit to Government service persons who are convicted by Courts of Law irrespective of the nature of their offence. In modification of this policy, Government is now pleased to direct that conviction by itself should not be considered as a disqualification for Government service but that each case should be considered on its merits with due regard to the nature of the offence for which the person concerned is convicted. Ordinarily there should be no objection to recruiting to Government service a person though he may have been convicted by a Court provided the offence for which he was convicted did not involve moral turpitude or an anti-social attitude.

By order of the Governor of Bombay,

Sd./ M.D.BHAT.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Private Secretary to the Governor, etc.

No. of 1948.

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National Flag
Replacement of.....

Government of Bombay,
Political and Services Department,
Government Circular No. 9528.
Bombay Castle, 16th July, 1948.

CIRCULAR.

It has been noticed that the colours of the national flag hoisted on Government Buildings fade quickly. The officers concerned are therefore requested to see that the flag is changed as soon as it shows signs of losing colour. This is in continuation of the instructions issued in Government enforcement, Political and Services Department, No. 9528/22692/S, dated the 5th July 1948.

By order of the Governor of Bombay,

Sd./ M.D.KHAN.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Commissioners of Divisions, etc.

SMR 25-5-56
4 Copies.

Government servants.
Prevention of-from approaching members
of the legislatures and other outsiders
for the redress of their grievances.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. 1531/34.

Bombay Castle, 31st July 1948

CIRCULAR OF GOVERNMENT.

Of late Government has noticed several instances of Government servants approaching members of legislatures or other outsiders for the redress of their grievances and for intervening on their behalf. This is a clear breach of rule 23 of the Bombay Civil Services Conduct, Discipline and Appeal Rules and a serious act of indiscipline. Government servants are given every facility to get their grievances redressed through the official channel and it should not be necessary for them to enlist the support of outsiders. The attention of all Heads of Departments and Heads of Offices is invited in this connection to Government Resolution, General Department, No. 4070, dated the 17th April 1923, and they are requested to warn all their subordinates that it is not permissible for them to approach members of legislatures or other outsiders for the redress of their grievances. They should also be warned that any person found approaching members of legislatures or other outsiders with his grievances in contravention of these orders will render himself liable to disciplinary action.

By order of the Governor of Bombay,

Sd./H. N. BHAT.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Private Secretary to the Governor, etc.

Printed as an accompaniment to this Circular.

No. of 1948.

Copy forwarded for information and guidance to

Accompaniment to Government Circular, Political and
Services Department No. 1531/34, dated the 31st July 1948.

Government Servants.

Prevention of-from approaching
members of the legislatures for
the redress of their grievances.

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 4070.

Bombay Castle dated the 17th April 1923.

Letter from the Government of India, Home Department
(Public), No. D-1087, dated the 19th March 1923 :-

" The Government of India have recently had

occasion to consider the action to be taken in dealing with cases in which Government servants serving under them, have approached members of the legislatures for the redress of their grievances. As similar incidents have presumably occurred in the provinces I am to enclose a copy of the orders * which they have issued on the subject. The Government of India think that an indication of the line of action taken by them may prove useful to the local Government in dealing with any such cases that might arise in the provinces".

RESOLUTION- Copies of the letter from the Government of India and its accompaniment should be forwarded to all heads of offices and the several departments of the Secretariat and they should be requested to draw the attention of the office establishment under them to the provisions of rule 17th of the Government Servants' Conduct Rules.

By order of the Governor ~~and~~ in Council,

Sd./ G.D. SYMAH,
Acting Secretary to Government.

To
The Commissioner in Sind, etc.

* Printed as accompaniments to this Resolution.

No. of 1923.

Copy forwarded for information and guidance to

SMA 26-5-56

4 Copies.

Accompaniments to Government Resolution, General Department, No. 4070, dated the 17th April 1923.

Memorandum from the Government of India, Home Department No. P 369, dated the 8th June 1922.

Cases have come to the notice of the Government of India in which members of the Secretariat establishments have approached Members of the Legislatures with a view to having their individual grievances made the subject of interpellations in the Chambers. Apart from the fact that the questions involved are rarely, if ever, of public importance, the practice usually entails the disclosure to non-official persons of information which has been obtained from official sources or has come into the possession of the members of the Secretariat in the course of his official duties; and any such disclosure is a breach of rule 17 of the Government Servants' Conduct Rules. The undersigned is therefore directed to request that the attention of the office establishment in the Foreign and Political Departments may be drawn to the provisions of this rule and that they may be warned that any communication to a Member of the Legislature which involves an infringement thereof will be severely dealt with.

Rule 17 of the Government Servants' Conduct Rules.

17 A Government servant may not, unless generally or specially empowered by the Local Government in this behalf, communicate directly or indirectly to Government servants ~~belonging~~ belonging to other Departments, or to non-official persons, or to the Press, any document or information which has come into his possession in the course of his public duties or has been prepared or collected by him in the course of those duties whether from official sources or otherwise.

SNR 25-5-56
4 Copies.

Women Employees.

Working upto late hours by the-
in the Secretariat Departments.

GOVERNMENT OF BOMBAY
Political and Services Department.

CIRCULAR No. ~~1173/46~~ Modified by G.R.P.S S.D.
No. 1173/46 dt. 23-6-49 (R.D.No. 9650/29-6-49)
Bombay Cattle, 30th September 1948.

C I R C U L A R

It has come to the notice of Government that women employees in some Departments of the Secretariat are required to keep late hours in office. This is not desirable. The Departments of the Secretariat are informed that women employees should be free to leave the Secretariat premises daily by 6 P.M. at the latest. They should however keep their work up-to-date.

By order of the Governor of Bombay,

Sd./ H.B. BHAT.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Honourable the Premier, etc.

SMR 25-5-56
4 Copies.

There are four women employees in D Branch. Two of them have been selected by the P.S.C. and attend to clerical duties. The other two are non-selected candidates and attend to typing work. All of them keep late hours according to the late turns fixed for each but not after 6 p.m. on any day. Those who come late occasionally are required to sit late for an equivalent time about which a re time back Secretary gave oral orders to the Confl. clerk for communication to the office members.

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4 Copies.

Action taken against Government
servants for corrupt practices.
Circulation of statements showing

GOVERNMENT OF BOMBAY.
POLITICAL AND SERVICES DEPARTMENT.
Circular No. 1681/34.
Bombay Castle, 28th September 1948.

CIRCULAR OF GOVERNMENT.

In pursuance of its policy to root out corruption from amongst Government servants, Government is pleased to direct that all Heads of Offices and Heads of Departments, including the Secretariat Departments, should prepare a six-monthly statement in January and June every year showing the action taken against Government servants for corrupt practices so far as their respective Offices or Departments are concerned without however mentioning the names of the Government servants against whom the action is taken and circulate the same to the members of the staff in their respective Offices or Departments.

By order of the Governor of Bombay,

Sd./ M.D. BHAT,
Chief Secretary to the Governor of Bombay,
Political and Services Department.

To
The Private Secretary to the Governor, etc

No. of 1948.

Copy forwarded for information and guidance to

SMR 26-5-56
4 Copies.

Official CorrespondenceRules for 'Confidential'
'Secret' and 'Top Secret'
communications.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No. 6730/34
Bombay Castle, 25th November 1948.

C I R C U L A R.

It has come to the notice of Government that no uniform practice is followed in forwarding "Confidential", "Secret" and "Top Secret" communications with the result that such communications at times go into the wrong hands. The following instructions are therefore issued for the guidance of the Officers and Departments concerned.

- 1) All "confidential", "secret" and "Top secret" letters or packets should be invariably sent in double cover. The inner cover should distinctly bear the security marking "confidential", "secret" or "top secret" as the case may be, and should be properly sealed and addressed by name to the officer for whom it is intended, while the top cover should bear only the usual official address of the officer;
- 2) In no case should the security marking be indicated on the top cover;
- 3) Letters or packets containing secret or top secret papers when sent by post ~~should~~ should invariably be registered and should be sent "Acknowledgment Due". It is not necessary to use double covers for despatching such types of communications by hand, provided that the single cover used is carefully sealed and bears the correct name, address and security marking;
- 4) A "Confidential" or "Secret" communication should be opened only by the officer for whom it is intended or by an officer authorised to do so in his absence. In no case should such a communication be opened by an officer other than a Gazetted officer;
- 5) A "top secret" communication should be opened only by the officer for whom it is intended or by the officer who is dealing with his work in his absence.

2. This supersedes all previous orders on the subject.

By order of the Governor of Bombay,

Sd./ M.D.BHAT.

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Private Secretary to the Governor, etc.

Promotion.
From Class IV Service to Class
III (Lower Division) in the
Subordinate Secretariat Service.

GOVERNMENT OF BOMBAY
POLITICAL AND SERVICES DEPARTMENT.
CIRCULAR MEMORANDUM NO. 2825/46.
TO BAY CASTLE, 29th DECEMBER 1948.

CIRCULAR MEMORANDUM

Government is pleased to direct that
Class IV Government servants in the Departments of
the Secretariat who possess the prescribed educational
qualifications, viz., Matriculation or an
equivalent Examination recognized by Government,
may be considered for promotion to the Lower
Division (Class III Service) of the Subordinate
Secretariat Service.

By order of the Governor of Bombay,

Sd./ M.D. BHAT
Chief Secretary to the Government of Bombay
Political and Services Department.

To

The Private Secretary to the Governor, etc

SMR 26-5-56
4 Copies.

Below memorandum on the personal privileges of the Rulers of the States that have either merged in Provinces or have combined to form Union of States issued by the Government of India, Ministry of States.

No. 3062/46/52154/F.
Political and Services Department,
Bombay Castle, 29th December 1948.

Forwarded with compliments ~~and~~ to:-

All Chief Administrators, etc.

for information and guidance in continuation of Government endorsement Political and Services Department No. 3062/ 46/46807-F dated the 18th November 1948.

By order of the Governor of Bombay,

sd/- G.Z. Vanjara.

For Chief Secretary to the Government of Bombay,
Political and Services Department.

Copy with a copy of the accompaniment forwarded with compliments to the Private Secretary to the Governor for information.

MR 26-5-56
4 Copies.